

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
214#::Maine Emergency Management Agency							
Schedule #: 241 1#:Subject Transitory Correspondence							
Transitory Correspondence relating to thank you notes, Financial assistance requests and disposition, press releases, county meeting schedules and attendance sheets, authorizations, letters of transmittal, congratulatory messages, requests for favors, etc., monthly tax messages, and information bulletins from office of Emergency Planning.	Paper	8/19/1977	Years 1	No Retention 0	Destroy	Current	
Schedule #: 1296 12#:Individual Family Grant Applications							
If there is a Presidential Declaration of disaster, requested IFG program through the State is declared. Maine Emergency Management Agency issues or denies individual grant requests. Files include: case log, award of denial letter, and related correspondence.	Paper		Years 3	Years 0	Destroy	Current	
Schedule #: 701 2#:National Facility Survey Shelter Listing							
Listings, provided by Federal Emergency Management, of emergency shelters in Maine and updated as needed.	Microfiche	2/13/1989	Destroy When Updated 0	No Retention 0	Destroy	Current	
Schedule #: 885 3#:Toxic Release Files							
Toxic chemicals which are released to air, water or ground are reported by facilities releasing the chemicals: U.S. EPA Form R.	Paper	12/11/1990	Years 3	No Retention 0	Destroy	Current	
Schedule #: 885 4#:Chemical Inventory Forms							
Forms show hazardous or extremely hazardous substances in inventory at specific locations for emergency response planning. Inventory forms; registration fee worksheets; inventory fee worksheets; toxic release fee worksheets; and material safety data sheets and scheduled correspondence.	Record Copy	12/11/1990	Years 3	No Retention 0	Destroy	Current	
Schedule #: 885 5#:Facility Emergency Response Plans							
Procedures facility uses in response to a chemical release. Keep in agency until facility closes.	Paper	12/11/1990	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current	

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 890 6#:Minutes (Radiological Emergency Preparedness Committee)							
The purpose of the Radiological Emergency Preparedness Committee is to place responsibility for preparations and implementation of emergency evacuation plans in the Maine Emergency Management Agency. Files include: minutes, correspondence, attendance and related materials.	Paper	3/11/1991	Years 10	No Retention 0	Archives	Current	
Schedule #: 890 7#:Minutes (State Emergency Response Commission)							
The purpose of the State Emergency Response Commission is to establish new authorities for chemical emergency planning and preparedness. Files include: agenda, sign in sheet, minutes.	Paper	3/11/1991	Years 10	No Retention 0	Archives	Current	
Schedule #: 890 8#:Correspondence (Maine Emergency Management Agency)							
Letters requesting information; correspondence to and from various agencies; inter-office memoranda. Correspondence about training; inter-office memos regarding staff training etc.	Paper	3/11/1991	Years 2	No Retention 0	Destroy	Current	
Schedule #: 1067 9#:National Fallout Shelter Survey Facility Book							
These are the original working files for the Federal Fallout Shelter Program. This program has been discontinued for the present time. It is expected that the Federal Government will need to access these files in the future. The State of Maine is required to retain these files for future use (note: documentation supplied is a FEMA memo). The files were created by a State of Maine engineer for the Federal Government. The State of Maine was paid to develop the files and to keep the data up to date. This information was compiled through numerous site visits and engineering inspections. The information gathered in the inspections is used for assigning a numerical rating to the facility. That rating is the determining factor for using the building for a fallout shelter. The information in these files must be updated every ten years. Inspection will be performed by a contractor hired by the Federal Government and supervised by the State of Maine Emergency Management Agency. Keep in agency until program closes.	Paper	11/3/1993	Contingent Upon Event - See Description 0	Years 50	Archives	Current	
213#:Military Bureau							
Schedule #: 1884 1#:Cooperative Agreement Fiscal Records							
Cooperative Agreement Financial Records - Records Center retention 3 years plus 3 months to meet federal standards	Paper	8/22/2012	Years 3	Variable - See Description 3	Destroy	Current	Federal

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
215#:Veterans Services							
Schedule #: 364 1#:General Law Pension Cases							
These are cases which involve financial assistance to dependents of Spanish American and Civil War Veterans. Retain in agency until no longer active.	Paper	8/16/1985	Retain Until Inactive	0	No Retention	0	Archives Current
Schedule #: 958 10#:Maine Veterans Memorial Cemetery - Reservation Cards							
Veteran, spouse or child who already has a reservation at the Maine Veterans Memorial Cemetery. Reservations cards are issued to individuals who have been assigned lots. Keep in office until person dies.	Paper	10/18/1991	Contingent Upon Event - See Description	0	No Retention	0	Destroy Current
Schedule #: 959 11#:Veterans Small Business Loan Applications - Active							
Applications of veterans who have applied for and have been granted certificates for the Veterans Small Business Loan Program. These applications contain service information, residency information and the number of certificate issued.	Paper	10/10/1991	Years	1	Years	6	Destroy Current
Schedule #: 959 12#:Veterans Small Business Loan Applications - Denied							
Applications of vetrerans who have been denied a Certificate for the Veterans Small Business Loan Program. The applications contain service information and residency information.	Paper	10/18/1991	Years	7	No Retention	0	Destroy Current
Schedule #: 959 13#:Veterans Small Business Loan - General Correspondence							
Correspondence written providing information on the program and how to establish eligibility. Also written requests for additional information to process applications.	Paper	10/10/1991	Years	1	No Retention	0	Destroy Current
Schedule #: 988 18#:Veterans Assistance Files							
After WWI, the Bureau administered a program of finmancial asistance to veterans and their families when illness or death provented the family from providing itself with the basic needs of life. These files were created to document the eligibility of recipients.	Paper	12/2/1993	Years	0	No Retention	0	Archives Current
Schedule #: 959 19#:Veterans Small Business Loan Applications - Denied							

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Applications of veterans who have been denied a certificate for the Veterans Small Business Loan Program. Applications contain service and residency information.	Paper	10/10/1991	Years 7	No Retention 0	Destroy	Current	
Schedule #: 805 2#:World War I Discharge Papers							
Individual discharge papers for veterans of WWI.	Paper	12/14/1989	Years 0	Years 6	Archives	Current	
Schedule #: 959 20#:Veterans Small Business Loan - General Correspondence							
Written correspondence providing information on the program and how to establish eligibility. Also written requests for additional information to process applications.	Paper	10/18/1991	Years 1	No Retention 0	Destroy	Current	
Schedule #: 1223 21#:Lists of Veterans by Counties Broken Down by Cities & Towns							
Veterans from WWII, Korea, Vietnam broken down by county, city & town. Names with astericks are supposedly killed in action (this is not necessarily accurate).	Paper	6/17/1997	Years 0	No Retention 0	Archives	Current	
Schedule #: 1223 22#:Killed & Missing in Action Veterans from Civil War through Vietnam							
A list of killed and missing in action veterans from the Civil War through Vietnam.	Paper	6/17/1997	Years 0	No Retention 0	Archives	Current	
Schedule #: 1238 23#:History of Maine Bureau of Veterans' Services (1945-1970)							
These records contain copies of the minutes of the Veterans' Service committee on Maine; information regarding the formation of the Maiane Council of Veterans' Affairs, newspaper articles, and other history as to how the Bureau of Maine Veterans' Services came into existence. The records also contains a copy of the original rules and regulations for the financial assistance program the Bureau administered. There is also a sample of the disabled veterans license plate.	Paper	1/7/1998	Years 0	Years 0	Archives	Current	
Schedule #: 1242 24#:Maine Veterans' Services Case Benefits Records							
When veterans apply for benefits, the application is kept by Veterans' Services field offices. Records include application, face sheet, Togus reply and related correspondence.	24#	1/26/1998	Retain Until Inactive 0	Years 0	Destroy	Current	
Schedule #: 1634 25#:Selective Service Cards							

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Name, serial number, service dates, rank, character of service, address at time of discharge, medals, decorations and awards, etc. for veterans who have contacted the Bureau of Veterans Services for assistance. These records can be especially important to veterans whose service records were destroyed in the 1973 fire at the National Personnel Records Center in St. Louis.	Paper	10/20/2005	0	0	Archives	Current	
<hr/>							
Schedule #: 1634 26#:Military Discharge Papers							
The official document veterans need to prove service when applying for State, Federal, and local veterans' benefits. Name, home of record at time of entry, serial number, service dates, rank, character of service, medals, decorations and awards, military occupation, place of entry/discharge, military schooling, mailing address at time of discharge and other pertinent data. Especially important to veterans whose records were destroyed in the 1973 file at the National Personnel Records Center in St. Louis. (Previous to those currently scanned at Maine Veterans Services.)	Paper	10/20/2005	0	0	Archives	Current	
<hr/>							
(See record description above.)	Paper	10/27/2014	Contingent Upon Event - See Description	0	No Retention	0	Destroy Current
Papers currently at Maine Veterans Services as of October 2014 and forward - keep in agency until scanned and verified.							
<hr/>							
(See record description above.)	Digital File	10/27/2014	Permanent or Indefinite	0	No Retention	0	Archives Current
Papers currently at Maine Veterans Services as of October 2014 and forward - digital (scanned) file becomes Record Copy and Archives will be given electronic access to these files.							
<hr/>							
Schedule #: 1645 27#:Maine Individual Military 201 Personnel Files							
These records are retained for all Maine discharged/retired solders. Should a discharged/retired soldier need to access her/his 210 file, they can do so in their home state at a fairly fast turn around time. These records are kept entirely in support of Maine's soldiers, not a program. A typical record will contain the following: enlistment information; detailed service information that includes schools attended (both military and civilian); awards earned; detailed medical histories; and all discharge and/or retirement information.	Paper	3/21/2006	Years 50	0	Archives	Current	
<hr/>							
Schedule #: 805 3#:World War 1 Selective Service Cards							
Selective Service Cards which contain: name; rank at discharge; etc.	Paper	12/14/1989	Years 0	Years 6	Archives	Current	

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 1664 30#:Veterans' Dependents Educational Benefits Case Files							
<p>The Bureau maintains electronic files of requests for educational benefits for the purpose of administering the Veterans Dependents Education Program to include application, denial, award, supporting documentation, transfers, suspensions, reinstatements and closings throughout the duration of the benefit entitlement period.</p> <p>Additionally the records include notifications from the university or college student is attending pertaining to enrollment verification, semesters attended, GPA, credit hours and the value of semester tuition and related fees waived.</p> <p>Information is used to monitor continued eligibility of student while in the program and closeout benefits once maximum entitlements have been reached. Each case file is scanned and indexed an education file setup in the State of Maine FORTIS System and includes application for benefits, certificate of award, denial, suspension, reinstatement, school correspondence and other pertinent documentation/correspondence applicable to the administering of these benefits. Additionally tracks pertinent case file data in an ACCESS database as part of this records series. These files are backed up by the OIT office on the server each night. Currently the closed cases are scheduled on our records series inventory to be destroyed 7 years after they have been closed out.</p>	Digital File	Years	7	No Retention	0	Destroy	Current
Schedule #: 1685 31#:Bureau of Veterans Services Performance Indicator Reports							

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>These reports are created for internal use by the Bureau Director. The Director uses the reports as performance indicators for determining the efficiency and effectiveness of the Bureau's field offices and cemeteries. The reports reflect the types and quantity of services provided to veterans by our offices and cemeteries. Each month the offices submit in writing (either by fax or mail) to us information pertaining to the types and quantity of services performed to include amounts of federal dollars recovered on behalf of the veterans represented by our Bureau from the US Department of Affairs. All of the information submitted by the offices is compiled by our main office into a spreadsheet for the Director's use in determining current and future operational needs. Some of this information is submitted in the Department's annual submission for publishing in the State's Annual Report.</p> <p>The reports consists of the following types of information:</p> <p>Monthly report of burials/reservations/eligibility certificates issued;</p> <p>Monthly report of contacts;</p> <p>Monthly report of US Department of Veterans Affairs medical enrollments that the Bureau provided assistance with;</p> <p>Monthly report of claims filed, dollars recovered, and power of attorney's taken or revoked for representation with the US Department of Veterans Affairs;</p> <p>Monthly report of Veterans Dependents Educational benefits.</p> <p>Annual National Cemetery Report of full-size and cremation burials within the Maine Veterans Memorial Cemetery System.</p>	Digital File	10/27/2014	Years 6	No Retention 0	Destroy	Current	

Schedule #: 1686 32#:Bureau of Veterans Services Constituent Correspondence

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
.) Copies are kept for reference purposes of constituent inquiries and responses pertaining to veterans' matters. Constituent requests addressed to the Governor or Commissioner relating to veterans issues are generally sent to the Bureau Director for drafting a response. Sometimes the Bureau Director is instructed to respond directly back to the constituent. In all instances, the original constituent correspondence along with response is sent back to the Commissioner and a duplicate copy is maintained in the Bureau files. Constituent correspondence addressed to the Bureau is responded to by the Bureau Director or designated staff member and is kept within the Bureau files.	Paper	10/23/2008	Years 3	0	Destroy	Current	
<p>All of these records, although not specifically protected by law as confidential, occasionally contain personal identification information such as social security and US Department of Veterans Affairs claim numbers as well as other personal information. Maintaining these records for a three-year period would satisfy the needs for these records in the event a question should arise.</p> <p>Record formats consist of regular mail, email and faxed correspondence. Inquiries come from veterans, family members, legislative members and/or staff, congressional delegation, local municipalities, state agencies, and/or other interested parties assisting veterans. An example of correspondence may be a complaint regarding the appearance of a gravesite at the Maine Veterans Memorial Cemetery or that of a private and/or municipal cemetery, which veterans are buried in. Other examples may consists of a complaint regarding programs administered other state/federal agencies to include US Department of Veterans Affairs (VA) medical enrollment, hospitalization, service-connection compensation, pension, nursing care, home loans, property tax exemption, veteran license plate and decal issues, etc.</p>							

Schedule #: 1764 33#:Veterans Financial Assistance Benefits

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
<p>These records are kept by the Bureau's main office as we are the official custodian of all applications filed for veterans' financial assistance grants. They support the Bureau's Veterans Financial Assistance program that was established under Public Law 1997, Chapter 455 during the first regular session of the 120th Legislature to provide financial assistance grants to qualifying veterans.</p> <p>These records are used to assist the Bureau Director in determining if a veteran meets the program criteria to qualify for a financial assistance grant as a result of having a valid claim pending on file for a non-service connected disability with the US Department of Veterans Affairs (VA) and/or has demonstrated to the bureau's satisfaction a financial need and is suffering from an emergency as outlined in the State of Maine statutes.</p> <p>Each record consists of the following: Application completed by veteran and recommendation by Veterans Service Officer, an income and expenses statement, medical documentation, bills and other supporting documentation to substantiate need for requests of assistance, award coversheet if grant authorized (this also serves as the invoice for payment processing of award) and letter of denial in the event veteran doesn't meet the eligibility criteria. Records contain personal and confidential information such as: name, social security number, VA claim number, address, and disability (medical) information on the veteran.</p>	Paper	5/21/2010	Years 3	0	Destroy	Current	
<hr/>							
Schedule #:	1786	34#:Veterans Park Pass Applications					
<p>These records are kept by the Bureau's main office as we are the official reviewer and issuer of all state park passes issued to veterans. They support the issuance of free life-time day use pass to eligible veterans for admission to state parks and historic sites.</p> <p>The information contained on these records are used to assist the Bureau Director in determining if a veteran meets the program criteria to qualify for a free day use pass.</p> <p>Each record consists of an application form and a copy of the DD214 (military discharge) in cases where we do not have an official copy on file to verify eligibility. The application provides pertinent information used to determine eligibility as a veteran and as a resident of Maine. Information consists of name, address, birthdate, residency information, Maine driver's license or Maine ID card # to verify that the veteran is a Maine resident. Application when approved or disapproved is so noted on the bottom of the form and the Bureau staff issuing the pass would so note the date issued and the number. These records are active until such time as the veteran turns age 65.</p>	Record Copy	12/1/2010	Variable - See Description	0	0	Destroy	Current
<hr/>							

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 1794 35#:Veterans Commemorative Recognition Program							

These records are kept by the Bureau's main office as we are the official reviewer and issuer of recognitions as part of the Commemorative certificates, coins and medals recognition program.

Record
Copy

12/10/2010

0

0

Destroy

Current

The information contained on these records are used to assist the Bureau Director in determining if a veteran meets the program criteria to qualify for a recognition and the type of recognition they are qualify to receive such as a certificate, or state medal.

Each record consists of an application form and a photo copy of the DD214 (military discharge) in cases where we do not have an official copy on file to verify eligibility along with photo copies of other documents submitted as proof of prisoner of war, killed in action, receipt of purple heart. The application provides information on the veteran such as name, social security number, service number, date of birth, rank, branch of service, dates of services, war time period and mailing address, etc.

Schedule #: 1933 36#:Maine Veterans Services - Accreditation Requests with US Dept. Veterans Affairs (VA)
--

Provides a record of requests submitted to the US Department of Veterans Affairs (VA) for "Accreditation as Service Organization Representative" with the VA for Bureau staff. Once approved by VA General Counsel it allows the staff member to file claims for VA benefits and access VA claim files. This also provides a record of request to cancel accreditation when employee is terminated. The Bureau also provides representation as accredited representatives for other veterans' service organizations such as the Vietnam Veterans of America for which we submit the VA Standard Form 21 to their headquarters and they submit to the VA on our behalf. When an employee is terminating employment with our Bureau we submit a letter and/or email to the VA General Counsel requesting termination of accreditation not only for our organization but for any other organization that the employee is accredited by the VA to provide representation (copy is provided to the other organization). Typical things found in the file would consist of: Authorization and cancelation correspondence with the VA. The file becomes closed when accreditation is canceled upon employee termination or earlier if the Bureau Director so chooses or any other organization so chooses.

Paper

4/22/2014 Years

4

No
Retention

0

Destroy

Current

Schedule #: 1940 37#:CFB Gagetown Herbicides Exposure Information
--

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
It was brought to the Director of Maine Veterans Services attention that members of Maine's National Guard may have been exposed to herbicides including Agent Orange and Agent Purple while serving at Gagetown. Currently the US Department of Veterans Affairs only recognizes exposure of Agent Orange for those veterans that served in Vietnam. They do not recognize any other types of herbicide exposures to include Agent Purple that those members of the National Guard may have been exposed to while conducting their annual training at the Canadian Forces Base in Gagetown. Thus the Bureau Director has been working with Maine's Congressional Delegation to require the US Department of Veterans Affairs to assist these veterans who may have been exposed to these herbicides and agents while serving at Gagetown. The records consist of reports from the Canadian Forces, correspondence from the US Department of Veterans Affairs and Maine's Congressional delegation. These records should be kept until such time as a final decision is made by Congress and the US Department of Veterans Affairs to accept or deny claims for Maine's National Guard members of exposure to these herbicides and agents.	Digital File	10/16/2014	Years 3	No Retention 0	Destroy	Current	

Schedule #: 1941 38#:CFB Gagetown - Maine National Guard Members Questionnaires Responses

The Bureau started gathering information on those members of Maine's National Guard that conducted their annual training at the Canadian Forces Base in Gagetown. The Bureau is gathering info on types of illnesses that these veterans feel is caused by their exposure to herbicides, including Agent Orange and Agent Purple, while serving at Gagetown. The Bureau has engaged our congressional delegation for legislation to require the US Department of Veterans Affairs to assist these veterans who may have been exposed. Currently the US Department of Veterans Affairs only recognizes those veterans that served in Vietnam that have illnesses related to exposure of Agent Orange. Information gathered consists of a one page questionnaire responses from Maine National Guard members that includes the following information: name, date of birth, years served in the National Guard, unit served with, whether or not ever filed a claim with the US Department of Veterans Affairs and current illnesses that they feel may be connected to their service time in Gagetown. We currently have only approximately 48 responses.	Digital File	10/16/2014	Years 3	No Retention 0	Destroy	Current	
---	--------------	------------	---------	----------------	---------	---------	--

Schedule #: 958 4#:Maine Veterans Memorial Cemetery - Burial Worksheets

These contain all eligibility criteria; date and time of burials; grave locations; reservation location; when stones applied for and when stones received; and copies of stone applications.	Paper	10/18/1991	Years 1	Years 7	Archives	Current	
--	-------	------------	---------	---------	----------	---------	--

Schedule #: 958 5#:Maine Veterans Memorial Cemetery - Cancellation of Burial Worksheets

Department Series Report

15: Defense, Veterans, and Emergency Management

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Burial worksheets on individual who have been cancelled. A burial may be scheduled for a certain date and time and at the last minute the funeral director calls and cancels because the individuals family will bury him in a private cemetery instead.	Paper	10/18/1991	Years 7	No Retention 0	Destroy	Current	
Schedule #: 958 6#:Maine Veterans Memorial Cemetery - Denial of Burial Worksheets							
Burial worksheets on individuals who have been denied eligibility.	Paper	10/18/1991	Years 7	No Retention 0	Destroy	Current	
Schedule #: 958 7#:Maine Veterans Memorial Cemetery - Disinterment of Burial Worksheets							
Burial worksheets and reservation cards on individuals who have been desinterred and reservations cancelled.	Paper	10/18/1991	Years 7	No Retention 0	Archives	Current	
Schedule #: 958 8#:Maine Vet. Memorial. Cemetery-Copies of Eligibility Cert./Letters of Intent							
Pre-eligibility records; service information used for determination of eligibility for burial. Keep in agency until death.	Paper	10/18/1991	Contingent Upon Event - See Description 0	No Retention 0	Destroy	Current	
Schedule #: 958 9#:Maine Veterans Memorial Cemetery - Monthly Reports							
Contains monthly reports of burial schedules. Files may include: monthly burial report, cross reference report, copies of cancelled reservation requests.	Paper	10/18/1991	Years 7	No Retention 0	Destroy	Current	